

Certificate of Occupancy Request
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Building Division
P.O. Box 30254, Lansing, MI 48909
Telephone 517-241-9317 Fax 517-241-9308

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official.

The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, and plumbing permit numbers and the Fire Safety project number.

A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances.

If an electrical, mechanical, or plumbing permit or fire safety project number is not required write "not applicable" on the request form in the appropriate space. Also, include the plan review submission number if applicable.

BUILDING PERMIT NO.	MECHANICAL PERMIT NO.	
ELECTRICAL PERMIT NO.	PLUMBING PERMIT NO.	
PLAN REVIEW SUBMISSION NO. (If Applicable)	FIRE SAFETY PROJECT NO. (If Applicable)	
PERMIT APPLICANT'S ADDRESS	JOB LOCATION	
APPLICANT'S SIGNATURE	DATE	TELEPHONE NO. (8:00 AM - 5:00 PM) (Include Area Code)